Office of the Registrar
2001 Newburg Road, Louisville, KY 40205
(502) 272-8133 (800) 272-7734
Horrigan Hall, 2nd Floor

INCOMPLETE GRADE CONTRACT

05/12 updated

LAST NAME	First Name	Initial	Student ID#

Course: (e.g. Eng. 201 A)	Course Title: (e.g. The World of Texts)	Semester: (e.g. Fall 04)

GUIDLELINES ON SUBMISSION OF "I" GRADES
An Incomplete (I) grade may be recorded by an instructor if there is verification of illness, death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking a final exam. Incomplete grades must be completed no later than the end of the next long semester (summer is not included). An earlier deadline may be required by the instructor.

Reason for Incomplete Grade:

Student has completed _____ % of the total for the semester with a score of _____ on a scale of 100 points.
Description of Assignments or Examinations to be completed:

Student's last date of attendance :_____

Deadline for Completion of Grade:_____

Instructor Certification:

☐ I HAVE explained to the student the assignments or examinations to be completed for removal of the *Incomplete* grade and have given a copy of this contract to the student.

☐ I HAVE NOT explained to the student the conditions for removal of the *Incomplete* grade because _____. A copy will be mailed to the student by the Registrar.

Signature of Instructor:_____ Date: _____

Signature of Student: _____ **Date:** _____

Any "I" grade for which a "Change of Grade Request" form has not been received by the end of the next full semester will automatically be changed to the letter grade of "F." Please note that incomplete grades can affect important areas such as financial aid, scholarships, honors designation for graduating seniors, and the status of individuals on probation. The student should contact the appropriate offices for details.

CONTRACT IS DUE TO THE REGISTRAR'S OFFICE BY THE GRADING DEADLINE OF THE SEMESTER IN WHICH THE "I" GRADE IS BEING REQUESTED.

Please retain a copy for the student and the instructor